

Minutes of the meeting of the Environment & Amenities Committee held at 7.00pm on Monday 23rd November 2020 to which Councillors were summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Steve Airton (Chair), Cllr Chris Farrance, Cllr Becky Moss, Cllr Roger Robertson, Cllr Stuart Elborn, Cllr Robertson and Cllr Peter Gee.

In attendance: Sarah Daly (Deputy Clerk), Julian Martin (Horticulture & Amenities Officer) and Cllr Dorothy Harvey.

20/21EA 16. OPEN FORUM

No members of the public were present.

20/21EA 17. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ian Wilson.

20/21EA 18. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

The Deputy Clerk granted a dispensation to all members until March 2021.

20/21EA 19. DECLARATIONS OF INTEREST

Declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item. Members with a Disclosable Pecuniary Interest, unless a dispensation has been granted, will be required to withdraw when Council discusses & votes on the matter.

No declarations were made.

20/21EA 20. APPROVAL OF MINUTES AND REVIEW ACTIONS LOG

Cllr Gee proposed that the minutes of the Environment and Amenities meeting of the 22nd October 2020 be signed as a correct record; seconded by Cllr Farrance.

AGREED by all.

20/21EA 9i.

The meeting with Adam Maskill regarding tree works needs to take place in person. Cllr Robertson will contact the Executive Clerk to arrange a meeting on his return from Scotland.

20/21EA 9vi.

The Deputy Clerk has drafted a memorial bench policy and this will be circulated to members. Cllr Airton requested that a burial ground policy is drafted for the first meeting in 2021 so there is the option to change the interment fees for the next financial year if necessary.

20/21EA 9vii.

The foyer of the Methodist Church is a potential location for a book exchange. There have been discussions via the Community Hub and Cllr Farrance is progressing this matter.

20/21EA 9ix.

The HAO and Cllr Robertson have drafted a replacement truck specification. The next stage is to identify some candidate vehicles. Works to the existing truck have been completed and it has passed its MOT.

20/21EA 9x.

Review of the Tennis Club Heads of Terms Agreement is ongoing by Cllrs Airton and Robertson.

20/21EA 21. FINANCE

i) To receive the current detailed income and expenditure by budget heading
This was received by all members.

ii) To approve any expenditures for less than £5000 as in line with approved 2020/21 E&A budget
Insurance claim – Vicarage Hill allotments

Councillors felt that the invoices for any works or replacement items should be sent direct to the insurance company for reimbursement, and that this was a matter for Finance Committee.

Burial ground works

All three memorial benches have been moved. The Executive Clerk has approved the spend for improvements to access in Section 6 of the cemetery and levelling works are also due to take place to some plots in this area as this is the responsibility of HWPC.

Snow Windows

The Snow Windows proposal was tabled which requested additional funding to ensure the success of the project. Some retailers are unable to commit financially to getting involved under current circumstances. The quote from the Scouts to supply Christmas trees for the High Street was less than the funds approved in principle. HWPC also previously approved in principle a contribution of £100 per retailer towards the reduced fee of £250 per snow window. It was proposed that HWPC commit additional funds to cover the full cost of the snow windows for 38 retailers, using the underspend for the Christmas trees towards this contribution. The total cost for 38 retailers being £9,500 at a charge of £250 per window. Cllr Airton requested that HWPC make clear that this level of contribution is a one off and not set a precedent for future years.

Cllr Gee proposed approval of a total spend of £9500 for the Snow Windows project using the underspent events budget and underspend from the High Street Christmas trees; seconded by Cllr Farrance.

AGREED by all

iii) To approve payments listing

Cllr Elborn proposed approval of the payments listing except for the payment in regard to the allotment insurance claim; seconded by Cllr Farrance.

AGREED by all.

iv) To discuss and approve in principle 2021/2022 E&A Budget for submission to Full Council

Cllr Airton tabled the draft 2021/2022 budget for discussion. The following amendments and comments were noted:

4405 Environmental Maintenance – set at £2,000

4455 Older Person Wellbeing, 4050 Community Events, 4460 Youth Provision and Market Research – combine under one heading of 'Community Wellbeing' but keep a note on the budget of what this covers. Set combined budget of £20,000.

1000 High Street Market Income – keep budget set as previous two years but consider a future rent increase.

ACTION: Deputy Clerk to research fees for traders at other surrounding markets.

1005 Football Club Rental and Tennis Club Rental – three options were discussed on the basis that both clubs had been granted a 50% fee rate for 2020/2021:

Option 1 – charge a zero fee, councillors voted **2 FOR, 3 AGAINST, 1 ABSTAIN**

Option 2 – fees to remain at 50% and add a separate budget line for grants so that local clubs that are struggling can apply for financial support, councillors voted **5 FOR, 1 AGAINST**

Option 3 – fees to be paid in full and add a separate line for grants, councillors did not vote on this

1020 Event Income Youth – set at zero

1445 Solar Farm HW/Winchfield – set at £1800

Separate budget line for Christmas support – it was felt that this should not be limited to one time of year but used to promote seasonal events every quarter throughout the year. Cllr Airton suggested a budget of £15,000 and ideas could be raised through committee meetings for inclusion onto the project list.

Cllr Airton proposed approval in principle of the 2021/2022 E&A Budget for submission to Full Council, subject to the amendments noted above; seconded by Cllr Moss.

5 IN FAVOUR, 1 AGAINST, 1 ABSTAIN.

20/21EA 22. DATE FOR NEXT MEETING

The date and time of the next meeting was changed to Wednesday 16th December 2020 at 7.30pm

There being no further business the meeting closed at 9.23pm

.....Chairman Date

Appendices

- Actions log
- Detailed income and expenditure by budget heading
- Finance spends to approve – Insurance Claim, Burial Ground Works, Snow Windows
- Draft 21/22 E&A budget
- Payments listing

Abbreviations used in these minutes:

Cllr ~ Councillor

HCC ~Hampshire County Council

HDC ~ Hart District Council

HWPC ~ Hartley Wintney Parish Council

NHP ~ Neighbourhood Plan

HAO ~ Horticulture and Amenities Officer